

OUT OF STATE APPLICATION CHECKLIST FOR SUBSTITUTE APPLICANTS

1. CHECK THE WEBSITE

- ☐ Start at <http://dpi.wi.gov/tepd/pathways/oos/applicants> for general information about the process. Use this checklist in conjunction with the above webpage to determine if you are ready to submit your application.

Did you complete an approved elementary education program in:

- ☐ Illinois
 - ☐ Iowa
 - ☐ Michigan
 - ☐ Minnesota
- ☐ If yes, please read the information <http://dpi.wi.gov/tepd/pathways/oos/elementary> about developmental levels.

2. DOCUMENTATION OF LICENSE PROGRAM COMPLETION

You must upload the documents below

- ☐ Out of state license scanned into a file (.jpeg/.jpg, .doc/.docx, .pages, .txt, .pdf) no larger than 2 MB OR PI-1612 Institutional Endorsement and Assurances Form completed and signed by your educator preparation program. The form is located on:
<http://dpi.wi.gov/tepd/elo/supplementary-forms>
- ☐ Transcripts showing your bachelors degree
- ☐ A document (a typed word document or a handwritten and scanned letter) stating that you only wish to obtain a substitute license.

3. FINGERPRINTS

Most out-of-state applicants need to submit fingerprints. If you have lived, worked or attended school in any of the following places, you need to submit fingerprints.

- ☐ any other state in the USA
 - ☐ United Kingdom (England, Scotland and Wales)
 - ☐ US Territories (American Samoa, Guam, Puerto Rico, Commonwealth of Northern Mariana Islands, or Virgin Islands)
 - ☐ Canada
- ☐ If you have checked any of the boxes above you are required to submit fingerprints. Please follow the directions at <http://dpi.wi.gov/tepd/licensing/fingerprint/electronic-submission> to submit your fingerprints through Fieldprint.